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ABSTRACT

This book presents advice from teachers, administrators, and personnel professionals on how to secure a good teaching job. Eight chapters include: (1) "Increasing Your Marketability" (e.g., assessing one's strengths and weaknesses, preparing a mission statement, and creating a portfolio); (2) "Making the Paper Cut" (e.g, screening procedures, teacher-specific resumes, winning applications, impressive cover letters, and sterling references); (3) "Discovering Job Vacancies" (e.g., university career placement centers, job fairs, and the Internet); (4) "Finding the Inside Track" (e.g., becoming an enthusiastic student teacher, school volunteer, substitute, or temporary); (5) "Preparing for the Interview" (e.g., research the community and school district, visit the school, and prepare responses to possible interview questions); (6) "Sharpening Your Personal Appeal" (monitoring one's subtext, dressing and grooming, body language, and voice and speech); (7) "Your Conduct during the Interview" (a positive attitude is the key, questions to ask, and questions to avoid); and (8) "After the Interview" (the thank you letter, follow-up phone calls, and being patient and positive). An appendix presents educator resource organizations. (Contains 29 bibliographic references.) (SM)

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